



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ROBERT LOUGY
ACTING ATTORNEY GENERAL

KIM GUADAGNO
LT. GOVERNOR

JENNIFER E. FRADEL
ADMINISTRATOR

June 9, 2016
NOTICE OF JOB VACANCY
#16-144

An opportunity currently exists in the unclassified service within the Department of Law Public Safety, Division of Alcoholic Beverage Control, for current State employees who meet the requirements listed below:

TITLE: Executive Assistant 4 or 3 (Revenue and Administrative Manager)

SALARY: TBD

LOCATION: Alcoholic Beverage Control
140 East Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Deputy Director, Division of Alcoholic Beverage Control, assists in the implementation of administrative operations and the collection and recording of revenue. Manages the daily operations, including mail delivery, stock room, purchasing, employee services, office equipment, telephone, printing, building management and employee services. Assists with special requests, researches and reports information, and prepares correspondence and reports. Ensures the verification and maintenance of accurate financial records for revenue received. Oversees and assists with the preparation and proof of daily bank deposits, including posting to general ledger accounts from journal entries. Verifies revenue refunds issued by the Division. Approves documentation for reporting revenue, refunds and corrections to the Department of the Treasury. Prepares and oversees the issuance of daily, monthly, year-to-date, annual comparison and year-end statistical reports and summaries. Monitors, reviews and manages the revenue system to ensure an updated system to meet internal controls, audit controls and the liquor industry growth. Assists in the design, development and maintenance of current revenue and accounting information systems. Collects and verifies seized funds and records the financial transactions. Maintains accurate and current Trust Fund and Confidential Fund files and reports. Reconciles monthly bank statements. Supervises employees.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Executive Assistant 4: Two (2) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation; Executive Assistant 3: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

PREFERENCES: Government accounting experience; specifically with NJCFS. Experience with credit card and e-check payments, databases, Microsoft XL and Word.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis, with each year of additional, relevant experience being equal to thirty (30) semester hour credits.

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience. A copy of transcript or degree required.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of June 23, 2016 to:

Patti Valsac, Deputy Director
NJABCLicensing@lps.state.nj.us

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

